New Student Orientation

Student Technology Resources at MxCC

Distance Learning
Founders 131/131A, Middletown
(860) – 343 -5756
mxccdistance@mxcc.edu
http://mxcc.edu/distance
Student Technology Resources

Net ID and Password – all 12 Connecticut community colleges

myCommNet

My.commnet.edu

Student Self-Service
Course Schedule, Textbook, Grades, Registration, Financial Aid, Academic history

Blackboard
Syllabus, announcement, mail, tests

Library Databases
journal articles, newspapers

Campus Computers
Computer Labs
Computer Classrooms
College Library
& Secured Network
NetID

Your Banner ID is part of your NetID.

For example, if your Banner ID# is @00898909

Your NetID will be:

00898909@student.commnet.edu
Banner ID (Student ID)

May be found on:

- Confirmation letter from Admission’s Office or
- a receipt from the Business Office.
- @, 8-digit number
- @00898909
Look Up NetID
https://bor.ct.edu/netid/lookupnetid.asp

Office of Information Technology

NetID Lookup Utility

Last Name: 
Birth Date: Month ___ Day ___ 
SSN [last 4 digits] 

Click Here to Search

The above utility can be used to search for your NetID. Enter your last name, birth date, and last 4 digits of SSN; then click the button to search for your NetID.
NetID Initial Password

If you are a brand new MxCC student and have not logged into a campus computer or MyCommNet yet, use the initial password.

- Initial password is 8 characters long:
  - First 3 letters of your birth month (first letter capitalized)
  - The & symbol (Shift + 7)
  - Last 4 digits of your social security number.
NetID Initial Password

For example, if you are born in April and the last four digits of your social security is 6789, your initial password would be:

Apr&6789
Use a Campus Computer with NetID and Password

- Ctrl + Alt + Delete
- Example:
  - Username: 00898909@student.commnet.edu
  - Password: Apr&6789

After three failed login attempts into an on-campus computer or MyCommNet, you are locked out.

Wait 30 minutes, and your will be unlocked automatically and can try to login again.
New Password

If you have logged into the System correctly with proper NetID and Initial Password

- The System will immediately ask you to create a new Password.
New Password

Your new password must be:

- At least 8 characters long
- Have at least 3 of the 4 following items:
  - Capital letter (ABCD)
  - Lower case letter (abcd)
  - Number (1234)
  - Symbol (for example: ?!@&)
New Password

Do not use your name, birthday, or SS# in your password.

Example of acceptable new password:

Flowerf14
New Students at MxCC

If you have taken a credit course at any of 12 Connecticut community colleges before and have used the NetID and password, you use the same NetID and Password to access MxCC computers and MyCommNet.
Where can I use computers on campus and Wi-Fi?

- **Computers**
  - Middletown campus
    - Wheaton Hall room 305 – PC lab
    - Snow Hall Room 412 - Mac Lab
    - Chapman Hall – PCs, Macs in library and learning center
    - Meriden Center, PC labs and Mac Lab
  - **Wi-Fi access**
    - In all buildings in Middletown campus and Meriden center, you are able to access secured WiFi using your NetID/Password.
Logon Instructions

Instructional “Bookmarks” - NetID and password, MyCommNet, Blackboard

- computer labs, computer classrooms, college library, “information shelves” near the entrance of a building, office of a department secretary

http://mxcc.edu/distance/student-technology-resources

- how to access various technology resources at MxCC.
NetID and Password:

same as you log on to a campus computer

My.commnet.edu

myCommNet

Student Self-Service:
Registration, Financial Aid, Course Schedule, Textbook, Grades, Academic history, course evaluation, etc.

Blackboard

Library Databases
Public Area – Search for Courses
# Course Search Result

## Accounting

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## Course Information

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<td>08/29-12/17</td>
<td>FWHEAT 308</td>
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myCommNet Login

NetID: 01234567@studnet.commnet.edu
Password: ********

Example Student NetID: 12345678@student.commnet.edu
Examnple NetID: 01234567@studnet.commnet.edu

Forgot your password?
Trouble logging in?

myCommNet Status

Welcome to our upgraded myCommNet portal! Take a peek and make sure to reconfigure your layout if changes were made since April. If you need directions revisit your "How To" tab.

Need Help?

- Blackboard Vista Support
- College Contacts
- Browser Check, Pop-ups, Toolbars, Anti-Virus

Welcome!

myCommNet is a source of information for all students, faculty and staff of the Connecticut Community Colleges, and provides access to a broad array of personal, academic, and work-related services.

Current Students

- register for courses
- pay tuition, fees and check account balances
- view grades
- request an official transcript
- check financial aid
- access classes via Blackboard Vista
- register to receive emergency text messages via myCommNet Alert
- and more!

Faculty and Staff

- submit grades
- view class lists
- provide course materials
- register to receive emergency text messages via myCommNet Alert
- and more!

Support

Need Help? This Support Icon will lead you to information that may assist you in answering many of your questions.

Other Public Resources

- Apply for Admission
- Apply for Financial Aid
- Search for Courses
- Search for Programs/Majors
- Visit Our Colleges’ Websites
- Visit Our System Website
- Visit Our Library Websites

Video Introductions

Overview
MyCommNet – New Password

In the case that you have not logged on to a campus computer, and you use your NetID and **initial password** to first time access MyCommNet - Secured Area, you will be asked to change to a new password.

The new password should be at least 8 characters in length and satisfy 3 out of 4 rules: capital letter, lower case letter, numbers, and special characters. You should not use your name to create a new password.

One example of a password could be: Flowers2014.
MyCommNet-Security Question and Answer

When you first time log on to MyCommNet, you will be asked to choose a security question and answer it.

It is **IMPORTANT** to choose a question to which you will remember the answer (exact words you have typed).

With the security question/answer, you are able to create a new password on your own.

https://bor.ct.edu/netid/password.asp
Sign up your mobile Phone# 
Receive Text Message of college closing information
Welcome, Yi Guan-Raczkowski, to the Connecticut Community Colleges' Self Service Information System! Select the appropriate college link to access your academic data.

Concise Student Schedule
To find your complete semester schedule, go to the Registration & Payment tab and access the Concise Student Schedule menu item.

Middlesex Community College
Quinebaug Valley Community College
Three Rivers Community College
Tunxis Community College

RELEASE: 8.0
Middlesex Community College

Main Menu

Account Summary

Faculty Services

Financial Aid

Personal Information

Registration & Payment

Student Records

College Selection

SELECT COLLEGE SITE MAP HELP

Concise Student Schedule
To find your complete semester schedule, go to the Registration & Payment tab and access the Concise Student Schedule menu item.

Account Summary
View your account detail by term, account summary, payment history and information related to your T1098.

Faculty Services
Use this link to access your Course Evaluation Data. Enter Grades and Registration Overrides, View Class Lists and Student Information.

Financial Aid
Review the status of your application: Accept/Decline and review your Financial Aid awards; Review and process your student loan application(s).

Personal Information
Students can view their address(es), phone number(s); update email address(es); view name change & social security number change information in the Banner System. Employee (faculty and staff) data is maintained in the Core-CT system. As a result, the Banner information employees access through myCommNet may not reflect the most up-to-date information which is in Core-CT.

Registration & Payment
Check your registration status; review charges and make payments; Add or Drop classes; Display your semester course schedule.

Student Records
View your holds; Display your grades and transcripts (print enrollment verifications for insurance companies, etc.); Review charges and payments.
Middlesex Community College

Concise Student Schedule
To find your complete semester schedule, go to the Registration & Payment tab and access the Concise Student Schedule menu item.

Account Summary
View your account detail by term, account summary, payment history and information related to your T1098.

Faculty Services
Use this link to access your Course Evaluation Data. Enter Grades and Registration Overrides, View Class Lists and Student Information.

Financial Aid
Review the status of your application: Accept/Decline and review your Financial Aid awards; Review and process your student loan application(s).

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Students can view their address(es), phone number(s), update email address(es); view name change & social security number change information in the Banner System.

Registration & Payment
Check your registration status; review charges and payment information.

Student Records
View your holds; Display your grades and transcripts (print enrollment verifications for insurance companies, etc.); Review charges and payments.
Enter an active personal email to the college system.
Middlesex Community College

Main Menu

Change Security Question
View Address(es) and Phone(s)
View E-mail Address(es)
Update E-mail Address(es)
Name Change Information
Social Security Number Change Information
Answer a Survey
Middlesex Community College

Main Menu
- Account Summary
- Faculty Services
- Financial Aid
- Personal Information
- Registration & Payment
- Student Records
- College Selection

Back to Student Tab

Concise Student Schedule
To find your complete semester schedule, go to the Registration & Payment tab and access the Concise Student Schedule menu item.

Account Summary
View your account detail by term, account summary, payment history and information related to your T1098.

Faculty Services
Use this link to access your Course Evaluation Registration Overrides, View Class Lists and Student Information.

Financial Aid
Review the status of your application:
- Federal Pell Grant
- Federal Student Loans
- Federal Work Study Program
- Federal Perkins Loan
- Federal Stafford Loan
- Federal Direct Loan
- Federal PLUS Loan
- Federal TEACH Grant
- Federal Supplemental Education Opportunity Grants

Personal Information
Students can view their address(es), phone number(s): update email address(es); view name change & social security number change information in the Banner System.
Employee (faculty and staff) data is maintained in the Core-CT system. As a result, the Banner information employees access through myCommNet may not reflect the most up-to-date information which is in Core-CT.

Registration & Payment
Check your registration status: review charges and make payments; Add or Drop classes; Display your semester course schedule.

Student Records
View your holds; Display your grades and transcripts (print enrollment verifications for insurance companies, etc.); Review charges and payments.
Middlesex Community College

Main Menu
- Account Summary
- Faculty Services
- Financial Aid
- Personal Information
- Registration & Payment

Concise Student Schedule
To find your complete semester schedule, go to the Registration & Payment tab and access the Concise Student Schedule menu item.

Account Summary
View your account detail by term, account summary, payment history and information related to your T1098.

Faculty Services
Use this link to access your Course Evaluation Data. Enter Grades and Registration Overrides, View Class Lists and Student Information.

Financial Aid
Review the status of your application: Accept/Decline and review your Financial Aid awards; Review and process your student loan application(s).

Personal Information
Students can view their address(es), phone number(s), update email address(es); view name change & social security number change information in the Banner System. Employee (faculty and staff) data is maintained in the Core-CT system. As a result, the Banner information employees access through myCommNet may not reflect the most up-to-date information which is in Core-CT.

Registration & Payment
Check your registration status; review courses added to the course; Drop classes; Display your semester course schedule.

Student Records
- View account detail
- Review grades
- View payment history
- Process financial aid
- Review and process student loan application(s)
- Review charges and payments
This is where to find your final grades.
On-Campus Course Evaluation

Use this form to evaluate all credit MxCC courses.

Middlesex Community College

Main Menu  Account Summary  Faculty Services  Financial Aid  Personal Information

Search [Go]

Evaluate your Course(s)

STUDENTS - Select this link to evaluate your courses.

Account Summary
View your account detail by term, account summary, payment history and information related to your T109 form.

Faculty Services
Use this link to access your Course Evaluation Data, Enter Grades and Registration Overrides, View Class Schedules.

Financial Aid
Review the status of your application; Accept/Decline and review your Financial Aid awards; Review and print your financial aid award summary.

Personal Information
Students can view their address(es), phone number(s); update email address(es); view name change requests in the Core-CT system. As a result, the Banner information employees access through myCommNet may not be current.

Registration & Payment
Check your registration status; review charges and make payments; Add or Drop classes; Display your schedule.

Student Records
View your holds; Display your grades and transcripts (print enrollment verifications for insurance companies).

Back to Student Tab
MyCommNet – Student Self-Service

For more information about how to use Student Self-Service

Student Technology Resource

http://mxcc.edu/distance/student-technology-resources
Blackboard

Blackboard Vista Spring/Summer Courses: This link will allow you to access your Spring 2012 or Summer 2012 courses including courses with incomplete status.

Blackboard Learn Spring/Summer Rollout Courses: This link will allow you to access your Spring 2012 or Summer 2012 courses including courses with incomplete status that were taught using the Blackboard Learn Rollout System.

Blackboard Learn Fall 2012 Courses: Faculty will be able to access their Fall 2012 courses starting on July 13, 2012. All faculty have been enrolled into a Blackboard Learn Faculty Orientation Course. Students will not be able to see their Fall 2012 courses listed on the myBlackboard Learn page until 7 days before the course start date. Access to a Student Orientation course will be available immediately to help familiarize students with the new Blackboard Learn System.

Information for Nursing Students

The Connecticut Community College Nursing Program (CT-CCNP) is offered at six Connecticut Community Colleges (CCC, GCC, NCC, NCCC, NVCC, and TRCC). The common nursing curriculum is delivered over four-semesters and prepares graduates for licensure as registered nurses.

Resources for Current CT-CCNP Students:
- Health and Safety Training Course (CHA)
- CT-CCNP Nursing Student Handbook
- Nursing Scholarships and Financial Aid Resources
• All MxCC online courses and on-campus courses use Blackboard.
• Syllabus, class files, announcement, email, assignment drop box, and exams.
• Professor will inform students if your on-campus class uses Blackboard.
Blackboard Learn Multimedia Tutorials

All online/hybrid courses and on-campus courses use Blackboard Learn. This site provides tutorials on how to use basic functions of Blackboard Learn.

Click on a topic below to see the text based instruction related to the topic. Multimedia instructions (animated screen casts) are also provided. For instruction, click the icon next to a topic and click on the play button to play the tutorial. To view the multimedia instructions, you will need to have Adobe Flash Plug-in.

Get Ready

- What is Blackboard Learn?
- Preparations for Blackboard Learn Log On

Log On

- Log on to Blackboard Learn
- Not Able to Log On

myCommNet

- Avoiding Timeout in Blackboard Learn by Logging Out of MyCommNet

Blackboard Windows

- My Blackboard Learn Page
- Blackboard Homepage and Navigation
Student Technology Resources

Go to MxCC Home Page:  
http://mxcc.edu  

Click on **Current Students** link, scroll down, under Technology.  

**click on Student Technology Resources link**
Student Technology Resources

MxCC provides technology resources to keep students connected to the college and provide online support in various academic capacities. To access technology resources such as campus computers, wireless network, student email, MyCommNet, Student Self-Service, Blackboard, and library online resources, you need a NetID and password.

Download Student Technology Resources Flyer (.pdf)

- Blackboard
- Campus Computer Labs & Wireless Network
- eTutoring
- Library Databases
- Library Research in Blackboard
- MyCommNet
- Student College Email
- Student Self-Service
- Virtual Campus on Blackboard

- Student Technology Resources Videos
- New Student Orientation Technology Resources (PDF)
On-Campus Orientations for Online Students

MxCC Distance Learning, [http://mxcc.edu/distance](http://mxcc.edu/distance)

Click on [Campus Orientations](http://mxcc.edu/distance) link for Schedule.

Distance Learning

**Your Path to Success**

Middlesex Community College (Middletown, Connecticut) offers a variety of online distance learning classes, credit or non-credit courses. With a wide variety of fully-credit online courses, students are able to complete an Associate Degree in General Studies - Liberal Arts focus. These credit online classes are supported on Blackboard Learn course management system and run throughout a regular semester during spring, summer, fall, and winter. We also offer more than 500 non-credit online courses via Ed2go.com and the courses start on the third Wednesday of a month and last for six weeks. You can take an online class 24/7—anywhere, anytime without coming to our campuses.

**News Alert**

- Spring semester starts on January 22nd, [Click here](http://mxcc.edu/distance) to learn how to get started with online learning.
- Registration to Summer and Fall credit online courses will begin on April
NetID Password Reset on Campuses

Contact the following offices (9:00 am-5:00 pm) to request your password reset. **Photo ID required:**

- IT Services, Wheaton 304, 860-343-5711
- Distance Learning, Founders 131/131A, 860-343-5756
- Records Office, Founders 153, 860-343-5724
- Meriden Center, Staff Desk (1st floor), 203-238-6202
MxCC IT Service

Go there if you:
- Need help logging onto campus computers.
- Have MyCommNet questions.
- Have NetID and Password questions and reset.

Contact IT
- 860.343.5711
- Wheaton Hall Room 304
- mx-it@mxcc.commnet.edu
MxCC Distance Learning

Need Help with MyCommNet or Blackboard Vista?

- 860.343.5756
- Chapman Hall, Founders 131/131A
- mxccdistant@mxcc.edu
- http://mxcc.edu/distance
- 866.940.1928 (toll-free 24x7 Help Desk)
MxCC Records Office

Go there if:
- You are a continuing or re-admit student.
- Have questions about Student Self-service.

Contact Records Office
- 860.343.5724
- Founders Hall Room 153
Have questions regarding library online services?

Library databases?

Information literacy training?

Contact the Library at

860.343.5830

Chapman Hall – first floor

mx-library@mxcc.edu

http://mxcc.edu/library
Explore Our College Web Site

http://mxcc.edu

Middlesex Community College

Get Your General Studies Degree Anywhere!

Now there are three ways you can earn your General Studies Degree from MxCC: in Middletown, Meriden, or fully online!